

**PERSONNEL****Personal Leave**

The Stafford County School Board shall provide two (2) days of personal leave per year with pay for full-time employees who are employed for a period of at least nine (9) months.

Full-time employees with twenty-two (22) years of service credit shall be provided with three (3) days of personal leave per year with pay.

Effective July 1, 1999 employees who are not full-time, but who work at least half-time or more, shall be provided with one (1) day of personal leave per year with pay.

Personal leave days shall be credited to the employee's personal leave balance at the beginning of each school year for use under the personal leave plan. If the leave is not used as personal leave, the days may, under certain conditions (R-40), be accumulated or be transferred to the employee's accumulated sick leave plan.

Short term personal leave without pay may be granted at the discretion of the employee's supervisor or principal to employees who have exhausted their benefits on personal leave, but because of unforeseen and unusual situations, still have a need for such leave.

The superintendent is responsible for developing regulations designed to implement the personal leave policy.

**Editor's Note**

*See also division regulation R5-40.*

Adopted by School Board: March 24, 1987  
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